

**COUNCIL ON PHYSICIAN ASSISTANTS
MEETING MINUTES
April 13, 2016**

PRESENT: Jeremiah Barrett, Julie Doyle, Jennifer Jarrett, Jody Wilkins

EXCUSED: Mary Pangman Schmitt

STAFF: Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other Department staff

CALL TO ORDER

Julie Doyle, Chair, called the meeting to order at 9:00 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda:

- *Item E: Correct to 'Report from FSMB Annual Conference 2015*

MOTION: Jeremiah Barrett moved, seconded by Jody Wilkins, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Jody Wilkins moved, seconded by Jeremiah Barrett, to approve the minutes of February 19, 2015 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

ELECTION OF OFFICERS

COUNCIL CHAIR

NOMINATION: Jody Wilkins nominated Jeremiah Barrett for the Office of Council Chair.

Tom Ryan called for other nominations three (3) times.

Jeremiah Barrett was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: Jeremiah Barrett nominated Jennifer Jarrett for the Office of Vice Chair.

Tom Ryan called for other nominations three (3) times.

Jennifer Jarrett was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Jeremiah Barrett nominated Jody Wilkins for the Office of Secretary.

Tom Ryan called for other nominations three (3) times.

Jody Wilkins was elected as Secretary by unanimous consent.

2016 ELECTION RESULTS	
Council Chair	Jeremiah Barrett
Vice Chair	Jennifer Jarrett
Secretary	Jody Wilkins

APPOINTMENT OF LIAISONS

2016 LIAISON APPOINTMENTS	
Representative at Medical Examining Board	Jeremiah Barrett <i>Alternate: Jennifer Jarrett</i>
Credentialing Liaison	Jody Wilkins <i>Alternate: Jeremiah Barrett, Jennifer Jarrett</i>
Legislative Liaison	Jeremiah Barrett <i>Alternate: Jennifer Jarrett</i>
Education and Exams Liaison	Jeremiah Barrett <i>Alternate: Jody Wilkins</i>
Examination Panel	Jeremiah Barrett, Jody Wilkins <i>Alternates: Jennifer Jarrett</i>
Practice Question Council Contact	Jeremiah Barrett <i>Alternate: Jody Wilkins</i>
Travel Liaison	Jeremiah Barrett <i>Alternate: Jody Wilkins</i>
Rules Liaison	Jeremiah Barrett <i>Alternate: Jennifer Jarrett</i>
Website Liaison	Jody Wilkins <i>Alternate: Jeremiah Barrett</i>
Prescription Drug Monitoring Program Liaison	Jennifer Jarrett <i>Alternate: Jeremiah Barrett</i>

MOTION: Jody Wilkins moved, seconded by Jennifer Jarrett, to affirm the Chair's appointment of liaisons for 2015. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Jennifer Jarrett moved, seconded by Jeremiah Barrett, that, in order to facilitate the completion of assignments between meetings, the Council delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Council, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Council in accordance with the law. Motion carried unanimously.

Document Signature Delegation

MOTION: Jody Wilkins moved, seconded by Jennifer Jarrett, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Council, by order of succession, to sign documents on behalf of the Council. In order to carry out duties of the Council, the Chair, chief presiding officer, or longest serving member of the Council, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Council delegates the authority to Executive Director or designee to sign the name of any Council member on documents as necessary and appropriate. Motion carried unanimously.

Credentialing Authority Delegations

MOTION: Jennifer Jarrett moved, seconded by Jeremiah Barrett, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters except potential denial decisions should be referred to the full Board for final determination. Motion carried unanimously.

MEB Councils Only

MOTION: Jennifer Jarrett moved, seconded by Jeremiah Barrett, to delegate authority to Council liaison(s) authority to advise the Department and the Council on all issues related to credentialing matters. Licenses that meet the criteria of Rule and Statute may be issued by DSPS under the delegated authority outlined by the Medical Examining Board regarding the Council's credentialing advisory authority. Potential denial decisions should be referred to the full Board for final determination. Motion carried unanimously.

Travel Delegation

MOTION: Jody Wilkins moved, seconded by Jennifer Jarrett, to authorize the travel liaison to approve all Council travel. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS**Consideration of Effect of 2013 Wisconsin Act 114 and 2015 Wisconsin Act 269 on Med 8**

MOTION: Jody Wilkins moved, seconded by Jennifer Jarrett, to delegate Jeremiah Barrett as the Council contact for all matters relating to rule revisions under Wis. Admin. Code Med 8.05 and any related amendments that may be necessary. Motion carried unanimously.

ADJOURNMENT

MOTION: Jennifer Jarrett moved, seconded by Jeremiah Barrett, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:51 a.m.